



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

IMSW-SMH-IM

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Information Management (IM) Policy 25-06, Computer Software Piracy

1. REFERENCE.

- a. Executive Order (13103), Computer Software Piracy, 30 September 1998.
- b. Title 17 of the United States Code (U.S.C.) 117, 504, 506, copyright Law.
- c. Title 18 U.S.C. 2319, Criminal Infringement of a Copyright.
- d. The DOD Dir 5500.7-R, Joint Ethics Regulation, thru Change 6, 23 Mar 2006.
- e. The AR 25-1, Army Information Management and Information Technology, 15 July 2005.
- f. The AR 25-30, the Army Publishing Program, 27 March 2006.
- g. The AR 380-19, Information Systems Security, 27 February 1998.
- h. Message HQDA, R141315Z Dec 98, subject: Computer Software Piracy.
- i. The FSH Regulation 690-26, Conduct and Discipline, 05 March 1997.

2. PURPOSE. This policy assigns responsibilities, and provides guidance relating to the use and potential misuse of commercial computer software on the installation and satellite sub-installations.

3. SCOPE. This policy applies to all military personnel, Department of the Army civilians, and contractor personnel who have assignment or attachment at, or who work in support of, organizations while using computer software to process Government work.

4. POLICY.

a. Commanders, directors, staff chiefs, and supervisors at all levels are responsible for monitoring the actions of their subordinates, and taking any appropriate action if there is a discovery of unauthorized copies of software. Report violations to the DOIM.

b. All installation organizations that receive desktop support services from DOIM will provide the following software-related items to DOIM:

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(1) Original media (e.g., floppy disks, CDs, DVDs, tapes, etc.) with the publishers' labels and license certificates.

(2) Original (not copies) of all software installation instruction manuals.

(3) Back-up disks, if part of the original purchase.

(4) Government documents relating to software licenses, if the licenses were not procured through DOIM.

c. All software used on Government computers (desktops, laptops, hand-held devices, servers, etc.) must be approved by the Director, DOIM, the Designated Approval Authority. This includes, but is not limited to:

(1) Software written by Government personnel.

(2) Software written for Government use by contractors.

(3) Commercial license software bought by the Government.


(4) Public domain software that requires no fee with its use (freeware).

(5) Shareware software that requires payment of a fee. Documentation that shows that the Government has paid the fee, must be provided to DOIM.

5. The action office for this program on the installation and satellite sub-installations is DOIM. Questions regarding the proper and legal use of software subject to copyright protection should be sent to DOIM.

6. This policy will be reviewed one year from the implementation date.

7. The point of contact is Mr. Jack D. Poland, Director of Information Management, 221-1300/5281, or email address jack.poland1@us.army.mil.


RUSSELL J. CZERW
Major General, DC
Commanding

DISTRIBUTION:

A, B Plus:

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